

# **SUBCONTRACT CHECKLIST in excess of \$500k**

Subcontract No. \_\_\_\_\_

Total Estimated Cost \$ \_\_\_\_\_

*In addition to this checklist, please ensure that you document your business decisions appropriately.*

	Yes	No	N/A
1. Is this an unauthorized commitment? <a href="#">(SI 1.3)</a>			
2. Acquisition plan required for $\geq$ \$500k or in special circumstances <a href="#">(SI 7.1)</a>			
3. Competition required <a href="#">(SP 13.1)</a> , unless a. Written, adequate sole source justification supplied $\geq$ \$100k <a href="#">(SP 6.2)</a> b. $8(a) \leq$ \$3M, or construction $\leq$ \$5M <a href="#">(SP 19.3)</a> c. Federal Supply Schedule <a href="#">(SP 8.5)</a>			
4. Written, adequate sole-source justification $\geq$ \$100k <a href="#">(SP 6.2)</a> a. Approved at one level above the procurement authority for this action <a href="#">(SI 1.2)</a>			
5. OCI Procedures applicable <a href="#">(SP 9.3)</a> a. Preprocurement Fact Sheet completed			
6. Documentation of NonSet-Asides <a href="#">(SP 19.3)</a> a. Preference given to NNM for commercial items $\leq$ \$5M <a href="#">(SI 19.6)</a>			
7. No ____ small or ____ small disadvantaged business organizations were solicited for this subcontract for the following reasons: ____ sole source justified by requester; ____ better prices known to be available from large business manufacturers; ____ to my knowledge, the item is not available from a SB/SDB; ____ previous recent solicitations of SB/SDB on this item have consistently resulted in offers that were not competitive; ____ replacement or repair parts; or ____ other ____.			
8. Government-Furnished Property involved? <a href="#">(SP 45.1)</a>			
9. If cumulative value of GFP in the subcontractor's possession reaches or exceeds \$500k, obtain a written description of the Government Property Management System <a href="#">(SP 45.2)</a>			
10. Lease-to-Ownership (Capital Leases) all require BUS-5-4Team Leader, and UC Treasurer's Office approval, and DOE approval of lease vs. purchase decision, and LTO's less than \$100k require other approvals <a href="#">(SI 7.3)</a>			
11. Identify proper contract type – for other than firm-fixed price, justify type <a href="#">(SP 16.1)</a>			
12. If work-on-site required, a. 765S incorporated b. <i>Subcontractor Certification</i> , Form 1666, signed by subcontractor and in file c. <i>Contractor Code of Conduct</i> signed by subcontractor and in file d. If required, subcontractor notified of site specific training e. If applicable, subcontractor notified of any hazards			
13. Service Contract Act for covered subcontracts $\geq$ \$2.5k <a href="#">(SP 22.2)</a>			
14. Davis Bacon Act for covered subcontracts $\geq$ \$2k <a href="#">(SP 36.1)</a>			
15. If FOCI applicable must be reviewed and approved by DOE <a href="#">(SI 4.5)</a>			
16. Waiver of Buy American Act applicable (for other than commercial items). DOE approval $\geq$ \$100k <a href="#">(SP 25.1)</a>			
17. Cost or Pricing Data applicable $\geq$ \$500k, unless exemption applies <a href="#">(SP 15.5)</a>			
18. SOW/specifications clearly describe effort and deliverables?			
19. Formal solicitation $\geq$ \$100k <a href="#">(SP 13.1)</a>			
20. Presolicitation review (if competitive) by Team Leader when <a href="#">(SI 1.2)</a> a. involves evaluation criteria, or b. exceeds buyer's signature authority			
21. Representations and Certifications $\geq$ \$100k <a href="#">(SP 13.1)</a> (Form 2002)			
22. Pre-negotiation Memorandum review by Team Leader $\geq$ \$500k <a href="#">(SI 1.2)</a>			
23. Negotiation memorandum $\geq$ \$500k <a href="#">(SP 4.2)</a> (Memo to File format)			
24. EEO preaward clearance by DOE $\geq$ \$10M <a href="#">(SP 22.1)</a>			
25. Small Business Subcontracting Plan $\geq$ \$500k <a href="#">(SP 19.4)</a>			
26. Debarment, Suspension, and Ineligibility review $\geq$ \$100k <a href="#">(SP 9.2)</a>			
27. Appropriate Terms and Conditions (765, 765C, 7500) incorporated by reference?			
28. Team Leader review and approval if beyond buyer's signature authority <a href="#">(SI 1.2)</a>			
29. CRB Approval for Complex $\geq$ \$1M and for $\geq$ \$5M for low bidder meeting specs <a href="#">(SI 1.2)</a>			

30. DOE Approval $\geq$ \$25M ( <a href="#">SI 1.2</a> )			
31. Notification of Unsuccessful Offerors $\geq$ \$100k ( <a href="#">SP 15.7</a> )			
32. Approval from Legal Counsel for exception/deviation from standard T&Cs ( <a href="#">SP 52.1</a> )			
33. Team Leader approval for terminations/cancellations $\geq$ \$25k ( <a href="#">SI 1.2</a> )			

### **Notes/Comments**